APPLICATI	00 FOR RECORDS RETENTION		DEPARTMENT OF AR	CHIVES AND HISTOR GEMENT DIVISION
	Publication No. 76—RM—1 for instrust and History, Records Management lection.			
FOR AGENCY USE	1. Agency Address	क्रमकोक (क्रांतिकारकार) अक्रमेर एक ने निर्माण के अक्रमेर के स्वाप्त के स्वाप्त के स्वाप्त के स्वाप्त के स्वाप्त अ	FOR RECORDS N	ANAGEMENT UCE
Application Date	Office of Comptroller G	eneral	Application Number	er underliege von der der <u>der gegen und ein der der de</u>
	Insurance Department			
and with the control of the specific profile and the specific profile a	Agents Licensing Divisi	on-Computer Opera-	82-54	
Application Number	Rm. 616, West Tower, Fl	oyd Bldg. tions	I Librate Preceived	Date Completed
	Atlanta, GA 30334	-19· CIOID	JUL 1 8 1985	OCT 9 1985
2. Person to Contact	inter allegiskelig (1.5 %) ett sekkerkelig blekker kommer kantider (1.5%) ett sekker ette	otanistas ir sala ir s		danas da
Debbie Richards	on Computor Opera	Working Title tions Supervisor		Telephone Number 656-2100
Debote Richards	on computer opera	CTOIR SUPELVISOR	eri Salada sakal San Buran, naka maka na besini Pil	030-2100
3. Action Requested			- The second	Committee to the control of the cont
a. 🗆 Establish Retention S	Schedule; record will continue to accu	imulate.		
b.   Dispose of present ac	cumulation; no further accumulation	anticipated.		
c. 💆 Amend Application I	02 5/1/	Change;  Superced	de: 🗆 Void	
4. Dates of Series	5. Records Series Title (followed by	the party of the contract of t		and we ever a macular of a province weeks. New yell & common to the second of the sec
Earliest Latest				
7/1/81   To Date	First-time application B	atch Reports		
	THE CONTRACT OF THE CONTRACT C	en en la companya de	en en 1800 talentation for des la company de la company	
6. Division and Office Function	What is the function of the D	Division and the Office in	which this record seri	es is created?
brokers and adjuster	p Division is responsible rs for all classes of insu rements for all applicants	rance by strict e		
and issues and print	department. The section is licenses, failure notice agents applying for lice	es, permits and l	etters of certi	
7. Record Series Description	This file contains the following do	cuments (include form nu	mbers and titles, if an	
<b>D</b>	Attach samples of the file.			
Documents relating to:	fees paid for individual sponsored by a specific			es
	V.		_	
Included are:	Batch Control Sheets, Ba	tch Balance Lists	and Batch Extr	ract Lists
•			•	
		•		
•	·	ij		
•	•	•		
	,			
		•		
-				
. 1				•
File is arranged:	chronologically by Fisca assigned Batch number.		·. —	Ī.
8. Monthly Reference Rate	How often are records referred	to which are:	ি স্থান্ত প্ৰত্য কৰা সংগ্ৰহণ কৰিছে। স্থান কৰা কৰা কৰা <mark>কৈছিছে।</mark>	ா சக்க இடிருந்து படித்துக்க இரு சுதுவரும் க
	Seven to twelve months old	6; Thirteen to	twenty-four months	old _3;
The second secon		. यह अन्याप्तरके का नक रायक्तकार को १००१ र स्थाप, अन्य प्राप्तिक प्राप्तकान ए १४ का प्र	i ali mending ngapagan ng pungen an mengelakan kurupa nangan aksasasa.	iga Tillian sa
Annual Rate of Accumulation     Letter-size drawers	n of Records ; Legal-size drawers	Shalves 2	7ahan (	
The state of the s	- made. sira (ii EAAGI 3	., Olie Ives(	Utner ( <b>specify)</b>	en utandargo abras meneral na sinhi zi nez e i 🧸
<b>.</b>	<del>.</del>			
\R-5071; Rev. 76		i entre de transferiore de la composição	and the second of the second second to the second of the s	<del>NAMARAN PENGANTINAN</del>

DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

Ager Reco	These	dations in para- e approved.	State Audi		ons of the ser	anagement Officer Luce  Ate Records Comm	leson		Date 7/15/85 Date 8-5-85 8/2/85
Ager Reco	These	insfer to State Archiver (Specify)  instructions apply to ad/Designee (Signate Archiver)  dations in para- e approved.	all prior and for	Date  7-15-85  tor/Designee	Records M	anagement Officer Luce  Ate Records Comm	leson		7/15/83 Date
Agen	These	instructions apply to dations in para-	all prior and fi	Date 7-15-85	ons of the ser	anagement Officer	leson	*)	7/15/83 Date
	These	insfer to State Archiver (Specify)  instructions apply to	all prior and fo	uture accumulatio	ons of the ser	anagement Officer	leson		7/15/85
	These	insfer to State Archiver (Specify)  instructions apply to	all prior and fo	uture accumulatio	ons of the ser	BOLLEGISCO SECTO FOR SEC. 1884 - 1914 - 1915 STATES - F. L. S. SECTO SECTION SECTION SECTION SECTION SECTION S	(Signature)		Date
	Tra Oti	insfer to State Archiv ner (Specify)	all prior and fo	uture accumulatio	ons of the ser	BOLLEGISCO SECTO FOR SEC. 1884 - 1914 - 1915 STATES - F. L. S. SECTO SECTION SECTION SECTION SECTION SECTION S	(Signature)		Nate
	□ Tra	nsfer to State Archiv ner <i>(Specify)</i>				ies.			
	□ Tra	nsfer to State Archiv ner <i>(Specify)</i>				4			
-	🗀 Tra	insfer to State Archiv	ves for permane	nt retention.	ir(s); then				
-	🗀 Tra	insfer to State Archiv	es for permane	nt retention.	ir(s); then				
-	🗀 Tra	insfer to State Archiv	ves for permane	nt retention.	ir(s); then				
-	🗀 Tra	insfer to State Archiv	es for permane	nt retention.	ir(s); then				
-	🗀 Tra	insfer to State Archiv	ves for permane	nt retention.	ir(s); then				
-	🗀 Tra	insfer to State Archiv	ves for permane	nt retention.	if(s); then				·
-	🗀 Tra	insfer to State Archiv	ves for permane	nt retention.	ir(s); th <del>en</del>	e e			
-		• -			ir(s); then				
		nsfer to State Recor	as Center; hold						
	🗆 Tra	ld in the current files insfer to local holding	g area, hold	year(s)	; then	s;; tnen			
	<b>*</b>	1.4 to a line of the control of the	•			r; 🗆 Other			tnen,
12.	Appro	ved Disposition Instr		•	1				<b>th</b>
		ent legal action if icates of au		ated against	t agents	who have not	acquired th	he prope	r licenses
ca	te is	ation is needed s not renewed i	in one year	, but renewa	al is req	uested in a s	subsequent y	year. Als	so used in
		copy or excerpt of I	_	•					
	c. Fed	leral law		years. tached sheet		Federal retention i	instructions	<u> </u>	years.
		te Law tute of limitation		years. *years. years.	d. e.	Audit period Administrative nee	ed	3	years.
		ion Requirements		e following requir		·		1	
X		i. Is this series (a)	d series result in	a computer prin	tout?	enterent transport of the second state of the			
	X	If yes, where?	Stant Was als State Opposite to the supersystem	and the same of					
		If yes, attach o	00Y.			her office or agenc			A STATE OF THE PROPERTY OF THE
	X			1		If yes, attach copy /or recorded in a si	1		e e e e e e e e e e e e e e e e e e e
	Х	documents be :	cheduled separ	ately?		keep the entire fil			
	<del> </del> -	d. Does this series		or long term rese	earch value?	in and the state of			erieriakan kaliforni etaki, sisi silatu turak erieria. Marintariakan kaliforni etaki sisi silatu turak erieriak erieriak erieriak erieriak erieriak erieriak erieriak
	X		W 4 1						
	X	c. Is this a vital re	cord?		- And the second se				



AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

Department of Archive	Publication No. 76—RM—1 for instructions on completing the sand History, Records Management Division, 330 Capitol	**
Attention: Scheduling S FOR AGENCY USE Application Date	1. Agency Address Office of the Comptroller General Insurance Department	FOR RECORDS MANAGEMENT USE Application Number 82-544
Application Number	Agents Licensing Division Room 132 State Capitol Atlanta, Georgia 30384	Date Received Date Completed OCT 7 1982   OCT 2 5 1982
2. Person to Contact Angela R. Watkins	Working Title Principal Clerk	Telephone Number 656-2100
b. Dispose of present acc. Amend Application No. Dates of Series  Earliest Latest  7-1-81	Schedule; record will continue to accumulate.  cumulation; no further accumulation anticipated.  So Check One: Change; Superced  5. Records Series Title (followed by title used in office; if did  First Time Insurance Application B  What is the function of the Division and the Office in gents License Division is responsible to the sease of agents and issuing new agents' lice ses; examining agents, conducting proparing certificates for agents esidents in other states and account sing and Certificates of Authority for preparations.	atch Control Sheets which this record series is created? e for processing nses and renewing permane e-hearing conferences; being licensed as ing for all Agents
7. Record Series Description	This file contains the following documents (include form nu	mbers and titles, if any):
Documents relating to:	Attach samples of the file.  Fees paid by Individual Agents or Companies to sponsor said agents Insurance Exam(s).	
Included are:	Top Sheets with Batch number, Bat Batch Balance List Status Sheets.	ch Control Sheets,
Batch		r numerically by assigned
One to six months old twenty-five months and olde	How often are records referred to which are:  Seven to twelve months old; Thirteen to r?	
9. Annual Rate of Accumulation	n of Records ; Legal-size drawers; Shelves;	The state of the s

- (Over)

YES NO				
	0   10. Questionnair	¿ (Place an "X" in the proper colu	mn)	
V.	1	ficial copy of the series?		•
X	<b>■</b>	1-1-2		
1		- ····	equiring security handling? If yes, cite law	
X		•	equiring security handmig: 11 yes, site law	``,
X	c. Is this a vital			
×	d. Does this seri	ies have historical or long term research	ch value?	
	e. When one or	two documents in the file make it ne	cessary to keep the entire file for a long per	iod, could these
X				
X	T .		olished? If yes, attach copy.	
	1		llyzed and/or recorded in a summarized rep	****
X	g. is the morn			oi cr
` X		plication of this series in your office,		The space of the second
X	If yes, where		or in another office or agency	·
	,		icrofilmed?	
x			ut?	
 11 Det	ention Requirements		· · · · · · · · · · · · · · · · · · ·	
II. Nett	auriou vadairaments	The following requires	the series to be kept:	**
a <	State Law		d. Audit period .	1
	Statute of limitation	years.	e. Administrative need	years.
	Federal law	years.	f. Federal retention instructions	years.
<b>.</b> .	. Cociai latt	, years.	', redetaire territori mati detions ,	y 661 5.
_				
Atta	ach copy or excerpt o	f laws or regulations. Explain adminis	trative need.	Tiber of a line of the state o
	•	·		
			$\label{eq:control_approx}  \mu_{ij}\rangle f(\beta_i) \left(2\pi \mu_{ij} + \mu_{ij}\right) = 0  \text{where}   \theta_{ij}\rangle .$	4
		, we the second substitute of $\mathfrak O$		`
12. Apo	proved Disposition In	structions This agency recommen	ds that the file series be cut off at the end o	f each:
		Calendar Year: A	Fiscal Year;  Other	then,
		a divider tear, a r	iscar, rear, in Other	(11011),
п.	Hold in the current fil	les area month(s)	vearle\: then	
		ing area, holdyear(s); the	• • • •	
滿	Transfer to State Rec	ords Center; hold 3 year(s	ien	
	Destroy.	yrus Center, noidyear (s	y, then	
	•	hives for permanent retention.		
	Other (Specify)	mes for permanent retention.	·	ł
<u> </u>	Other Jopechy)		•	
	**	·		·
		ເຫັນ ເພື່ອ <b>ນາກສິນ</b> ຄວັນຊື່ ແລະ		
		ள் நெ.ு <b>9∋ாகு⊾</b> பு (இ. 2. 5) நெ.க நார் (இ. ஆ. 2. 12. 3. <b>D</b> +3.%	$(1-1)^{-1} + \frac{1}{2} (1-\mathbf{C}(\mathbf{z}) - 1) = L(\mathbf{A})$	
	_ \$(\$ ) \	1	$(1-1)^{-1} + \frac{1}{2} (1-\mathbf{C}(\mathbf{z}) - 1) = L(\mathbf{A})$	
	_ \$(\$ ) \	n en er	n tengti kulot te Alba Selektron Buratan dan selektron dan	
	_ \$(\$ ) \	n en er		
	_ \$(\$ ) \	n en er	n tengti kulot te Alba Selektron Buratan dan selektron dan	
	_ \$(\$ ) \	n en er	n tengti kulot te Alba Selektron Buratan dan selektron dan	
	_ \$(\$ ) \	n en er	n tengti kulot te Alba Selektron Buratan dan selektron dan	
	. Signation of	(1) (1) (1) (2) (3) (3) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4		
	. Signation of	n en er		
	. Signation of	(1) (1) (1) (2) (3) (3) (3) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4		
The	. Signation of	to all prior and future accumulations		Date
The	ese instructions apply	to all prior and future accumulations	of the series.	Date
The	ese instructions apply	to all prior and future accumulations	of the series.	
The	ese instructions apply	to all prior and future accumulations	of the series.  Records Management Officer (Signature)  Ted Quellis	10-6-87
The Agency I	ese instructions apply  Head/Designee (Sign	to all prior and future accumulations	of the series.	10-6-87
Agency I	ese instructions apply Head/Designee (Sign Head/Designee)	to all prior and future accumulations    ature	of the series.  Records Management Officer (Signature)  Ted Quellis	10-6-87
Agency I	Head/Designee (Signal Head/Designee) Head/Designee (Signal Head/Designee) Head/Designee (Signal Head/Designee)	to all prior and future accumulations	of the series.  Records Management Officer (Signature)  Ted Quellis	10-6-87
Agency I	Head/Designee (Signature) Head/Designee (Sig	to all prior and future accumulations    ature	of the series.  Records Management Officer (Signature)  Ted Quellis	10-6-87
Agency I Re∞mm graph 12	Head/Designee (Signature) Head/Designee (Sig	to all prior and future accumulations    ature	of the series.  Records Management Officer (Signature)  Ted Quellis	10-6-87
Agency I	Head/Designee (Signature) Head/Designee (Sig	to all prior and future accumulations  ature)  Date  F  70-6-82  State Auditor/Designee	of the series.  Records Management Officer (Signature)  Ted Quellis	10-6-87
Agency I	Head/Designee (Signature) Head/Designee (Sig	state Auditor/Designee  Attorney General/Designee	of the series.  Records Management Officer (Signature)  Ted Quellis	10-6-87

AR-50-71; Rev. 76

Addition to item 11b.

These files can be used in the event a person is charged with selling insurance without the proper licenses or authority: The charge, according to 0.C.G.A. 33-5-3, would be a misdemeanor. According to 0.C.G.A. 17-3-1, the statute of limitation on a misdemeanor is two years.

(The above alteration to the schedule was made by Harmon Smith and Charles Saxon based on authority granted to Harmon Smith by the Comptroller General's records officer Mickey Anderson in a telephone conversation July 30, 1985.)